

VIRGINIA: A VIRTUAL MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS
HELD REMOTELY ON THURSDAY, JUNE 11, 2020 AT 7:00 P.M. USING THE
'GOTOMEETING' PLATFORM: <https://global.gotomeeting.com/join/447043917>

PRESENT: SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY LYTTLE
SUPERVISOR KENNETH HOLMES
SUPERVISOR WILLIAM (TIM) CALHOUN

ALSO

PRESENT: MS. DANIELLE POWELL, COUNTY ATTORNEY
MS. MELISSA ROLLINS, ACTING COUNTY ADMINISTRATOR
MS. LAUREN CHAPMAN, COUNTY ADMINISTRATION
SHERIFF CARLOS TURNER, SHERIFF'S DEPARTMENT
MR. RAY PHELPS, EMERGENCY SERVICES
MS. CAROL SWINDELL, FINANCE
MR. DAVID HARRISON, ECONOMIC DEVELOPMENT
MR. WILLIAMS SAUNDERS, BUILDING AND PLANNING
MS. LAJEUNE STONE, YOUTH AND FAMILY RESOURCES
MS. LINDA GHOLSTON, WORKFORCE DEVELOPMENT
MR. DELON BROWN, NETWORK ADMINISTRATOR
MR. SPENCER LOGAN, YOUTH AND FAMILY RESOURCES
MS. VALERIE PIERCE, SOCIAL SERVICES

**CALL TO ORDER/INVOCATION/MOMENT OF SILENCE / PLEDGE OF
ALLEGIANCE/ AGENDA ADOPTION**

Meeting called to order at 7:03 P.M.

The meeting was called to order by Chairperson Elliott who then led those present in a moment of silence, followed by this evening's invocation. The invocation was given by Reverend Spencer Logan, of Hope Chapel Deliverance Center. Following the invocation, Chairperson Elliott asked Supervisor Drewry to lead those present in the pledge of allegiance. Chairperson Elliott advised of an amendment to the presented agenda. Resolution 2020-21 EOP will be tabled until July's meeting. The revised working agenda was adopted by roll call vote.

SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY S. LYTTLE
SUPERVISOR KENNETH R. HOLMES
SUPERVISOR WILLIAM CALHOUN

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CONSENT ITEMS

1. Approval of May 2020 Draft Meeting Minutes

- May 7, 2020 Draft Minutes
- May 14, 2020 Draft Minutes
- May 21, 2020 Draft Minutes

2. Approval of Payables Report

NOTE: The above-mentioned Consent Items were not voted on during the June 11, 2020 meeting and will be re-added to the July 2, 2020 meeting for review and approval with an official vote.

NEW BUSINESS

1. Resolution 2020-12 – EOP – Emergency Operations Plan **(Tabled)**

The above-mentioned item was not addressed during the June 11, 2020 meeting and will be addressed at the July 2, 2020 meeting.

2. Resolution 2020-13 – Boating Infrastructure Grant (BIG) – VA Dept. of Health

Ms. Melissa Rollins, Acting County Administrator advised the attached resolution is required under the BIG Grant awarded from the Virginia Department of Health under the U.S. Department of Interior Fish and Wildlife Boating Act; the resolution essentially acknowledges the County's understanding of its obligation to provide long-term maintenance of the property in accordance with the Boating Infrastructure Grant Program Rule (522 FW 18.5) and the following useful life parameters; docks, finger piers, ramp, gangway, and fuel system – 20 years; upland bathroom facility – 40 years. The County's federal reimbursement for the project is approximately \$1.1 million dollars and is expected to be received prior to June 30, 2020.

Supervisor Holmes made a motion to adopt Resolution 2020-13: Boating Infrastructure Grant (BIG) as presented. Supervisor Lyttle seconded the motion. The motion was unanimously approved by roll call vote. **(Approved)**

SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY S. LYTTLE
SUPERVISOR KENNETH R. HOLMES
SUPERVISOR WILLIAM CALHOUN

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3. Resolution 2020-14 - EMS Billing Fee Increase

Supervisor Holmes made a motion to adopt Resolution 2020-13: Boating Infrastructure Grant (BIG) as presented. Supervisor Lyttle seconded the motion. The motion was unanimously approved by roll call vote. **(Approved)**

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| SUPERVISOR ROBERT ELLIOTT, JR. | AYE |
| SUPERVISOR MICHAEL DREWRY | AYE |
| SUPERVISOR JUDY S. LYTTLE | AYE |
| SUPERVISOR KENNETH R. HOLMES | AYE |
| SUPERVISOR WILLIAM CALHOUN | AYE |

4. County and Sheriff's Department Agreement Regarding Dispatch

Ms. Melissa Rollins, Acting County Administrator, advised of the proposed agreement between the Surry County Board of Supervisors and Sheriff Carols Turner regarding the management and operations of the Emergency Communications Center. The agreement was finalized by the County Attorney in April during the COVID-19 operational halt for non-essential business. Details are enclosed in the agreement which are slated to foster the continued coordination and efficient operations in the emergency communication center. The Emergency Communications Manager relocated to the Sheriff's Department in March and is currently managing and administering the day to day operations of the dispatch center. Ms. Melissa Rollins, Acting County Administrator, advised additional guidelines were being developed and would be shared once made available.

Supervisor Holmes made a motion to approve the proposed agreement between the Surry County Board of Supervisors and Sheriff Carols Turner regarding the management and operations of the Emergency Communications Center as presented. Supervisor Drewry seconded the motion. The motion was unanimously approved by roll call vote. **(Approved)**

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| SUPERVISOR ROBERT ELLIOTT, JR. | AYE |
| SUPERVISOR MICHAEL DREWRY | AYE |
| SUPERVISOR JUDY S. LYTTLE | AYE |
| SUPERVISOR KENNETH R. HOLMES | AYE |
| SUPERVISOR WILLIAM CALHOUN | AYE |

5. Surry County Employee Re-Entry Plan Phase I

The information provided to inform the Board of Supervisors and the Public on the proposed re-entry plan for Surry County employees return to government offices and facilities. Currently,

teleworking and alternative work arrangements are in place, which have been working well, as employees continue to provide services to the public. The purpose of developing a re-entry plan is to get employees acclimated to the workplace prior to any plans to begin to allow safe public re-entry. The plan takes into guidance issued by federal, state and local governmental agencies. Emergency Management continues to monitor the evolving circumstances surrounding COVID 19 and will continue to update the Board and citizens as often as needed. Note: In consideration of the timeframe in which teleworking will be permissible in addition to other personnel/work circumstances as a result of the pandemic, personnel policy changes will be forthcoming for

review and consideration. Tentative re-entry date for employees is approximately June 23, 2020. Tentative public re-entry date is approximately July 14, 2020. Ms. Melissa Rollins, Acting County Administrator, advised at the pleasure and consensus of the Board of Supervisors, the re-entry plan can be implemented at the appropriate time.

(No action taken at this time)

6. Board Consideration: Appointment of County Administrator

Supervisor Elliott thanked Ms. Melissa Rollins for her work as Acting County Administrator and recommended she be considered for the position of County Administrator of Surry County. Board members expressed thanks to Ms. Rollins for work in her role as Acting County Administrator. Ms. Rollins thanked Board members for their comments and their vote of confidence.

Supervisor Elliott entertained a motion to appoint Ms. Melissa Rollins as County Administrator of Surry County. Supervisor Drewry made a motion to appoint Ms. Rollins as County Administrator. Supervisor Lyttle seconded the motion. The motion was approved by majority during roll call vote. **(Approved)**

**SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY S. LYTTLE
SUPERVISOR KENNETH R. HOLMES
SUPERVISOR WILLIAM CALHOUN**

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PUBLIC HEARING REQUESTS

1. Request for Public Hearing: Cares Act - Ms. Melissa Rollins

Supervisor Drewry made a motion to approve the request for public hearing as presented. Supervisor Lyttle seconded the motion. The motion was approved by majority during roll call vote. **(Approved)**

**SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY S. LYTTLE**

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**SUPERVISOR KENNETH R. HOLMES
SUPERVISOR WILLIAM CALHOUN**

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2. Request for Public Hearing: SGS III, LLC – Mr. William Saunders

Supervisor Lyttle made a motion to approve the request for public hearing as presented. Supervisor Drewry seconded the motion. The motion was approved by majority during roll call vote. **(Approved)**

**SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY S. LYTTLE
SUPERVISOR KENNETH R. HOLMES
SUPERVISOR WILLIAM CALHOUN**

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PUBLIC HEARING

1. Ordinance 2020-02: Continuity of Government

Supervisor Lyttle made a motion to approve 'Ordinance 2020-02: Continuity of Government' as presented. Supervisor Lyttle seconded the motion. The motion was approved by majority during roll call vote. **(Approved)**

**SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY S. LYTTLE
SUPERVISOR KENNETH R. HOLMES
SUPERVISOR WILLIAM CALHOUN**

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2. Ordinance 2020-03: Meals Tax

Supervisor Lyttle made a motion to approve 'Ordinance 2020-03: Meals Tax', to include the changes advised by Ms. Danielle Powell, County Attorney. Supervisor Calhoun seconded the motion. The motion was approved by majority during roll call vote. **(Approved)**

SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY S. LYTTLE
SUPERVISOR KENNETH R. HOLMES
SUPERVISOR WILLIAM CALHOUN

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3. Ordinance 2020-04: Zoning Fees Increase

Supervisor Calhoun made a motion to approve 'Ordinance 2020-04: Zoning Fees Increase' as presented. Supervisor Holmes seconded the motion. The motion was unanimously approved by roll call vote. **(Approved)**

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| SUPERVISOR ROBERT ELLIOTT, JR. | AYE |
| SUPERVISOR MICHAEL DREWRY | AYE |
| SUPERVISOR JUDY S. LYTTLE | AYE |
| SUPERVISOR KENNETH R. HOLMES | AYE |
| SUPERVISOR WILLIAM CALHOUN | AYE |

4. Ordinance 2020-05: Courthouse Fees Increase

Supervisor Lyttle made a motion to approve 'Ordinance 2020-05: Courthouse Fees Increase' as presented. Supervisor Holmes seconded the motion. The motion was unanimously approved by roll call vote. **(Approved)**

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| SUPERVISOR ROBERT ELLIOTT, JR. | AYE |
| SUPERVISOR MICHAEL DREWRY | AYE |
| SUPERVISOR JUDY S. LYTTLE | AYE |
| SUPERVISOR KENNETH R. HOLMES | AYE |
| SUPERVISOR WILLIAM CALHOUN | AYE |

(Public Hearing Comments received are included in an attachment as an integral component of these minutes)

PUBLIC COMMENTS

1. Please email all public comments to: comments@surrycountyva.gov

(Public Comments received are included in an attachment as an integral component of these minutes)

BOARD COMMENTS

COUNTY ADMINISTRATORS REPORT

REPORTS - INFORMATIONAL ONLY

1. Surry County Tourism Report – May 2020
2. Surry County Monthly Project Report – Alpha Corp.

FYI - INFORMATIONAL ONLY

1. *Executive Order 63: Requirement to Wear Face Coverings*
2. *Governors Statement of Recent Deaths*
3. *News from Representative McEachin*
4. *COVID 19- Ways We Can Serve in Virginia*
5. *Blackwater Regional Library Update: June 2020*
6. *Governor Northam Declares State of Emergency and Authorizes Assistance to Localities*
7. *Surry County High School Graduation 2020*

ADJOURNMENT

There being no further business before the Board, Supervisor Elliott entertained a motion to adjourn. Supervisor Lyttle made a motion that the Board continues their meeting to Thursday, July 2, 2020 at 7:00 P.M. The motion was seconded by Supervisor Drewry and unanimously approved by roll call vote.

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| SUPERVISOR ROBERT ELLIOTT, JR. | AYE |
| SUPERVISOR MICHAEL DREWRY | AYE |
| SUPERVISOR JUDY S. LYTTLE | AYE |
| SUPERVISOR KENNETH R. HOLMES | AYE |
| SUPERVISOR WILLIAM CALHOUN | AYE |

Meeting adjourned at 9:03 P.M.

The next BOS meeting will be held Thursday, July 2, 2020 at 7:00 PM and will include a public hearing.

A complete audio file of this meeting will be posted under the agenda portion of the County website once available.

Public Hearing Comments on Ordinance for FOOD AND BEVERAGE TAX
Dianne Cheek
Surry District
Cheek2Cheekllc@gmail.com

In review of the Ordinance for Food and Beverage Tax, there are a few questions that need to be addressed.

1. What is the plan for reporting? The Ordinance indicates reports will be made using such forms and setting forth such information as the commissioner may prescribe and require. If this ordinance goes into effect on July 1, 2020, how will sellers know how to submit reports that will be due by Aug 12? Is there a public awareness activity that will help sellers know how to submit reports?
2. Are agritourism sells exempt from this ordinance?

Public Comments – June 11, 2020

Dianne Cheek

Surry District

diannelcheek@gmail.com

On May 14, 2020, my public comments addressed the defunding of the Assistant County Administrator and I asked what was the county's plan for hiring a new County Administrator? No response was provided until the BOS Agendas of June 4 and 11, that have an item listed as "Board Consideration: Appointment of County Administrator ". No further information was provided in the support package.

Appointment is certainly an option, but not one that reflects what the BOS November campaigns stood for – government by the people and transparency. Not that long ago this county went through a thorough search for a new Administrator. Public input was collected that provided valuable insight into what skills and expertise were needed for the leading management position in our county government. Are we just tossing this information aside? What happened to fair and open competition for government positions? The elections in November were about establishing good open policies, no more behind the doors deals, and transparency into our financial status.

We are still in a pandemic and we have just worked through a reduced budget; what is the urgency in appointing an Administrator at this time? Take the time to get public input and perform an open competition for hiring the best qualified candidate.